

## Capital Projects

**Department:** Planning & Growth Management 30.07.32  
**Division \ Program:** Capital Services Fund: Capital  
**Program Administrator:** John Stevens, Chief of Capital Services

<b>Expenditure Category</b>	<b>FY2012 Actual</b>	<b>FY2013 Adopted</b>	<b>FY2014 Request</b>	<b>FY2014 Adopted</b>	<b>\$ Change from FY2013</b>	<b>% Chg.</b>
Personal Services	\$1,275,045	\$1,313,300	\$1,315,000	\$1,363,100	\$49,800	3.8%
Fringe Benefits	441,059	402,700	409,200	416,100	13,400	3.3%
Operating Costs	90,729	178,800	229,800	229,800	51,000	28.5%
Debt Service	500	7,600	3,800	3,800	(3,800)	-50.0%
Transfers Out (charged to capital projects)	(1,795,692)	(1,902,400)	(1,957,800)	(2,012,800)	(110,400)	5.8%
<b>Total Expenditures</b>	<b>\$11,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

### Changes and Useful Information:

- The increase in Personal Services and associated Fringe Benefits is due to a 2% COLA effective with the first full pay in July to eligible employees and a merit based on performance on the anniversary date. This is partially offset by the reallocation of an Office Associate position and the elimination of Part Time II.
- Increase in **Operating Costs** is due to an increase in NPDES retrofit projects, for the renewal subscription for Primavera/Oracle, and to allow for the purchase of monitors for plan review.
- **Debt service** decrease due to the FY09 capital lease ending.

### Description

The Capital Services (CS) Division provides professional project management services for development and implementation of infrastructure improvements within Charles County. These projects include roads, water, sewer, and environmental projects, as well as building facilities exceeding \$500,000. The CS Division is responsible for managing the capital improvements projects from the conceptual stages, onto design, through construction and start up. The CS Division develops project estimates for budget purposes.

The division coordinates design and construction with the user agency, Department of Public Works (DPW)/Utilities and DPW Facilities to incorporate the user agency's operating requirements into the design of the facility while providing material and equipment that is compatible with the maintenance requirements of DPW Utilities and DPW Facilities. The Division administers construction projects to ensure that schedules are met and quality standards are achieved by contractors performing work for the county.

The goals of the Capital Services Division are to provide economical designs that satisfy the requirements of the end users while incorporating materials and equipment that enhance the maintenance of the systems, provide construction oversight to ensure that projects are delivered on time and within budget, and meet the quality standards set forth in the construction documents.

### Positions:

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director of Planning & Growth Mgmt	0.0	0.3	0.3	0.3	0.3
Chief of Capital Services	1.0	1.0	1.0	1.0	1.0
Chief of Resource & Infrastructure Mgmt	0.0	0.2	0.2	0.2	0.2
Engineer IV	2.0	2.0	2.0	2.0	2.0
Resource Analyst - GIS	0.2	0.2	0.2	0.2	0.2
Administration Manager	0.0	0.3	0.3	0.3	0.3
Engineer III	3.0	3.0	3.0	3.0	3.0
Utilities Engineer	0.1	0.1	0.1	0.1	0.1
Planner I- III	0.4	0.7	0.7	0.7	0.7
Engineer I / II	4.0	4.0	3.0	3.0	3.0
Right of Way Agent I / II	2.0	2.0	2.0	2.0	2.0
Project Administrative Specialist	2.0	1.0	2.0	2.0	2.0
Administrative Associate	1.0	1.7	1.7	1.7	1.7
Office Associate I- III	1.2	1.3	1.3	1.3	1.0
Paralegal Supervisor	1.0	1.0	1.0	0.8	0.8
Part Time	0.2	0.2	0.2	0.2	0.0
<b>Total Full Time Equivalent</b>	<b>18.1</b>	<b>18.9</b>	<b>18.9</b>	<b>18.7</b>	<b>18.2</b>

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<b>Objectives &amp; Measurements:</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Projected</b>	<b>FY14 Estimated</b>
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Objective: to provide infrastructure planning, design and construction for roadways, water and wastewater systems, facilities and environment, as adopted in the County Master Plan.

# of active projects	79	84	81	81	81
Projects per FTE	5.64	10.50	5.06	5.08	6.57
\$'s expended for A&E	1,643,718	2,141,759	2,685,275	2,264,763	2,183,879
\$'s expended for ROW	1,282,500	1,525,327	685,728	1,222,744	1,179,075
\$'s expended for Construction	7,371,122	14,305,104	15,520,630	13,018,900	12,553,939
\$'s expended for Inspection	941,291	977,191	1,153,195	1,075,087	1,036,691
\$'s expended for Administration	385,603	431,542	625,436	504,903	486,871
\$'s expended for Other	1,117,992	505,863	828,666	858,382	827,726
Change orders as % of construction costs	3.0%	2.0%	2.6%	2.6%	2.6%
# of contracts administered	160	165	151	167	161